



## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/750,138	12/29/2000	Dale W. Malik	BS00-170

CONFIRMATION NO. 6782

## FORMALITIES LETTER



\*OC000000005775992\*

SHAW PITTMAN  
2300 N Street, N.W.  
Washington, DC 20037



Date Mailed: 02/16/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 130.

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

Applicant: Dale W. MALIK

Serial No.: 09/750,138

Filed: December 29, 2000

For: METHOD AND APPARATUS FOR MANAGING AND COMPACTING  
ELECTRONIC MAIL MESSAGES



**COMPLETION OF APPLICATION  
UNDER 37 C.F.R. 1.53(d)**

Commissioner of Patents  
and Trademarks  
Washington, D.C. 20231

Attn: Application Branch

Dear Sir:

Pursuant to 37 C.F.R. 1.53(d), counsel for Applicant encloses herewith the following documents to complete the subject application:

- 1) Declaration and Power of Attorney for Patent Application signed by Applicant;
- and
- 2) Notice to File Missing Parts - Filing Date Granted.

It is respectfully submitted that the application is now complete and it is respectfully requested that the subject application be placed upon the files for examination.

Attached hereto is our check in the amount of \$130.00 to cover the required fees. The Commissioner is hereby authorized to charge payment of any additional fees associated with this communication or credit any overpayment to Deposit Account 50-1390.

Respectfully submitted,



Michele M. Burris  
Reg. No. 44,476  
One of the Attorneys for Applicant  
Shaw Pittman  
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Attachments  
Date: March 12, 2001  
Case No.: BS00-170

Document #: 1122245 v.1